



City of Huntsville  
**Job Posting Request**

**General:**

The purpose of the City of Huntsville Job Vacancy Request is to provide a uniformed notification to Human Resources when vacancies occur.

**Procedures:**

The supervisor will be responsible for acquiring the necessary signatures and deliver the signed job posting request with any corrections to the job description to the Human Resource Department. For positions not filled through promotion or transfer the HRD will use a variety of methods to advertise the position vacancy to the general public. To post a position that is currently filled, by an employee who is terminating, this form must be accompanied by a change of status form for the current employee.

Last Incumbent

New Position

Department

Job Title

Opening Date

Closing Date

Inside only

Inside/Outside

The standard advertising sources are the Huntsville Item, the Texas Workforce Commission and the City of Huntsville web site. Please list any additional sources you think would be beneficial

If yes please describe specific changes and attach job description